

# HHMS PTO Board Members, Chairpersons & Committee Descriptions 2017-2018

## BOARD POSITIONS

### President

The President prepares agendas and presides over all HHMS PTO board and general meetings. He/she will act as ex-officio member of all committees except the Nominating Committee. He/she will work with the treasurer to compile/file taxes and serve as acting treasurer if the need should arise. In addition to the 'technical' duties of the president, this person is responsible for the vision, cohesion, innovation and productivity of the PTO. He/she is the liaison between the board/members and the administration. Good communication skills, as well as the ability to harness and appreciate the talents of a diverse group of people, are both key. The president is always multi-tasking in order to remain abreast of all of the programs going on at any given time. The president will maintain a job binder to be given to successor.

### Vice President

The Vice President acts as an aide to the President and performs the duties of President in the absence of that officer. He/she will compile and keep a working file of volunteers and distribute to chairpersons as appropriate. This is done through online volunteer forms, open house commitments and/or event solicitations. The VP helps oversee programming and events and chairs/serves on committees as needed. He/she will perform other duties as delegated by president including but not limited to preparing PTO newsletters. The Vice President will maintain a job binder to be given to successor.

### Secretary

The Secretary keeps accurate records of the meetings and attendance of PTO. He/she prepares meeting minutes and maintains/compiles bylaw changes for appropriate government agencies. The secretary maintains a job binder to be given to successor.

### Treasurer

The Treasurer will manage all incoming and outgoing funds of the PTO. He/she will present profit/loss statements to the Board and members at all meetings. The Treasurer prepares tax forms on an annual basis and remains available to the incoming treasurer until such forms are filed. He/she makes forms available for public viewing and performs other duties as delegated including but not limited to presiding over the Teacher Grant and Scholarship Subcommittees. The treasurer will maintain a job binder to be given to successor.

### At-Large Communications Director

The At-Large Communications Director will oversee all communications with the membership and general public. He/she will maintain the PTO website, text/email systems and social media platforms, updating all in a timely fashion. This person will assist the Vice President with creation of PTO newsletters when necessary, and distribute them in timely manner. The Communications Director will maintain a job binder to be given to successor.

### At-Large Fundraising Director

The At-Large Fundraising Director is responsible for training and overseeing fundraiser chairpersons who run all PTO-sanctioned fundraising, events and activities. The main annual fundraiser is the Walk-A-Thon and as such, special attention and care must be taken to ensure that this event is a success. The Fundraising Director is responsible for scheduling and promoting all spirit nights, the Kroger program and any other small, non-event fundraisers that should arise. This person may chair any/all programs at his/her choosing. He/she will be responsible for reporting back to the board at the conclusion of said

programs, or arrange for chairpersons to attend meetings for the purpose of reporting. The Programs Director will maintain a job binder to be given to successor.

### **At-Large Programs Director**

The At-Large Programs Director is responsible for training and overseeing program chairpersons who run all PTO-sanctioned, non-fundraising, events, clubs or activities. This person may chair any/all programs at his/her choosing. He/she will be responsible for reporting back to the board at the conclusion of said programs, or arrange for chairpersons to attend meetings for the purpose of reporting. The Programs Director will maintain a job binder to be given to successor.

### **At-Large Hospitality Director**

The At-Large Hospitality Director is responsible for training and overseeing hospitality event chairpersons and reporting activities back to the PTO Board. This person may chair any/all programs at his/her choosing. He/she will oversee the organization, planning, and execution of all PTO sponsored meals and appreciation parties. The Hospitality Director will maintain a job binder to be given to successor.

## **CHAIRPERSONS**

***NOTE:*** All Chairpersons are responsible for keeping job binders to be given to successors, and for working with the Treasurer to ensure incoming and outgoing funds are handled appropriately.

*In addition, Chairpersons must work closely with the Communications Director to execute an effective communication plan involving teachers, staff, parents and students. Chairpersons are expected to present a summary of their events back to the PTO Board at the next regularly scheduled PTO General meeting following his/her event.*

*All Chairpersons may appoint a Co-Chair and/or a committee of volunteers to help with all tasks.*

### **Spirit Wear Coordinator** *(Reports to Board Fundraising Director)*

This person works with our spirit wear vendor and helps choose designs and items for sale three times a year (fall, winter, spring). He/she distributes order forms to teachers, collects and processes orders, turns orders into vendor, then distributes to students during lunch hours. The SW Coordinator should be available to set up a spirit wear sample and order table at Open House.

### **Walk-A-Thon/Fall Fund Drive Chairperson** *(Reports to Board Fundraising Director)*

The WAT/FFD Chairperson(s) plan(s) and oversee(s) the major annual fundraiser of PTO. These person(s) is/are responsible for careful planning of events, incentives, promotion, money collection, prize distribution, soliciting volunteers and executing the event. He/she must work closely with the Board, school principal and teachers in these efforts. Communication is key to the success of this event. The Walk-A-Thon needs to be planned at the start of the school year and executed before fall break.

### **Book Fair Chairperson** *(Reports to Board Programs Director)*

The BF Chairperson works with Scholastic Books to plan and execute at least two book fairs per year (one fall/one spring) plus an optional spring BOGO event. In conjunction with the Programs Director, this person decides how to distribute scholastic book "dollars".

### **Random Acts of Kindness Chairperson** *(Reports to Board Programs Director)*

The RAK Chairperson will brainstorm and oversee ways to surprise the HHMS community with Random Acts of Kindness. These may include but are not limited to notes of encouragement, prizes, freebies, gifts, gestures, contests, etc. The RAK Chair may appoint a co-chair and is encouraged to build a committee of willing volunteers and turn this program into a student involved club. The purpose is to promote kindness, mindfulness of others and positive school spirit.

**Holiday Bazaar Chairperson** *(Reports to Board Fundraising Director)*

The HB Chairperson plans and executes the annual HHMS Craft Bazaar and may appoint a co-chair and/or committee of volunteers. This person will oversee planning, set-up, tear down, communication, volunteer management and all details in between.

**Box-Tops For Education Chairperson** *(Reports to Board Fundraising Director)*

The Box-Tops Chairperson will seek to actively find ways to incentivize students/parents/teachers to submit Box Tops. This person will organize, count and submit Box Tops by deadlines. He/she will award prizes on a regular basis to top collecting students and classes.

**Texas Roadhouse Liaison/Chairperson** *(Reports to Board Fundraising Director)*

The Texas Roadhouse liaison/chairperson will work with our Texas Roadhouse corporate representative to plan, promote and execute our Texas Roadhouse gift card sales event in November/December. In addition, this person will work with the TR representative throughout the year to secure event donations when necessary.

**Fall/Spring Outreach Chairperson** *(Reports to Board Programs Director)*

The Outreach Chairperson will oversee, plan and promote one fall and one spring school-wide service project.

**Success Cards Chairperson** *(Reports to Board Programs Director)*

The SC Chairperson confirms businesses that support academic success cards through discounts and freebies. He/she will print and distribute cards after the first three quarters of the year at lunch times.

**Standardized Testing Treats/Motivation Chairperson** *(Reports to Board Programs Director)*

The STT/M Chairperson plans ways to treat and/or motivate students to do well on standardized tests in the second semester. In the past, this has been planning, ordering and delivering pencils, erasers, non-edible and edible treats with inspiring messages during lunch on testing days. Imagination and creativity can be used to develop/improve this system.

**Mix-It-Up Day Chairperson** *(Reports to Board Programs Director)*

The MIU Chairperson works with the counselors to plan a one-day event in the cafeteria near the end of October. This event encourages students to mix themselves up interact with people they wouldn't normally sit with. This event is sponsored by the counselors, and they are usually looking to PTO for creative ways to achieve this goal, and volunteers to help on that day.

**Bulletin Board Chairperson** *(Reports to Board Communications Director)*

The BB Chairperson will design and create bulletin boards in The Commons that coincide with PTO events.